



Human Resources

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DATE: August 24, 2021
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Generalist
SUBJECT: Revised Job Classification of Plumbing Inspector

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PLUMBING INSPECTOR.
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Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and vary slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

Plumbing Inspector was last revised in February 1998. Only minor updates were made to this description.

The job classification was discussed with the AFSCME union and all are agreeable to the proposed job description.

Outline of Duties

To conduct inspections, review permits and plans, and provide technical assistance for plumbing in commercial, industrial, and residential construction and building projects.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Plumbing Inspector.

Plumbing Inspector

SUMMARY/PURPOSE

To conduct inspections, review permits and plans, and provide technical assistance for plumbing in commercial, industrial, and residential construction and building projects.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect plumbing and fuel gas piping installations, materials, venting, fixtures, plumbing appliances, and apparatus inside or running to building or structures for compliance with codes and ordinances governing plumbing and fuel gas piping work.
2. Review diagrams, plans, and specifications to ensure that they meet established codes and regulations. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
3. Determine conformance problems, issue orders regarding correction of defective work, and citations for violations of applicable codes as required.
4. Ensure that all work is performed in a safe manner using approved methods.
5. Consult with the Building Official, other team members, and state and other agencies when necessary.
6. Operate City vehicle to, from, and around inspection sites.
7. Maintain written and/or computerized records, forms, or reports of inspections made, actions taken, and other information as needed.
8. Review permit applications and monitor work valuations provided by contractors to ensure proper fees are assessed.
9. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
10. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, homeowners and others regarding codes, ordinances, and proper methods governing plumbing and related work.
11. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Three (3) years of experience as a master plumber. This experience must include a combination of residential plumbing work and commercial plumbing work; or equivalent training and experience.

2. License Requirements
 - A. Possession of a valid Minnesota Master Plumber's license by the date of appointment and thereafter.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Thorough knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing plumbing work.
 - B. Thorough knowledge of safe and proper methods of plumbing construction, installation, and repair.
 - C. Thorough knowledge of proper inspection methods and procedures.
 - D. Thorough knowledge of legal procedures involved in the enforcement of plumbing codes and ordinances.
 - E. General knowledge of math for the purpose of measuring and computing construction costs.
 - F. General knowledge of traffic rules and regulations.
 - G. General knowledge of code requirements and inspection methods in other construction trades.
 - H. Knowledge of problem solving and conflict resolution techniques.
 - I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting plumbing work for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in communication with permit holders, homeowners, and coworkers.
 - C. Skill in reading and interpreting plumbing plans, specifications, blueprints, diagrams, and technical codes and ordinances. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - D. Skill in managing one's own time.
 - E. Skill in completing assignments accurately and with attention to detail.
 - F. Skill in estimating construction costs, including materials and labor, and completion schedules.
5. Ability Requirements
 - A. Ability to read and write reports regarding inspections and permits.
 - B. Ability to read, understand, and discuss building codes and other regulations.
 - C. Ability to maintain accurate and complete records.
 - D. Ability to transport oneself to, from, and around various work sites.
 - E. Ability to participate in training to update plumbing knowledge and expertise.
 - F. Ability to interpret safety rules and apply them to various hazardous situations.
 - G. Ability to use a computer to maintain inspection records and write reports.
 - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - I. Ability to communicate and interact effectively with members of the public.
 - J. Ability to communicate effectively both orally and in writing.
 - K. Ability to understand and follow instructions.
 - L. Ability to problem-solve a variety of situations.
 - M. Ability to set priorities and complete assignments on time.
 - N. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar

activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5101
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

PLUMBING INSPECTOR

SUMMARY/PURPOSE

To conduct inspections, review permits and plans, and provide technical assistance for plumbing in commercial, industrial, and residential construction and building projects.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect plumbing and fuel gas piping installations, materials, and venting, fixtures, plumbing appliances, and apparatus inside or running to building or structures for compliance with codes and ordinances governing plumbing and fuel gas piping work.
- ~~2. Inspect the quality of materials for approved plumbing installation.~~
- ~~3. Review diagrams, prepared plans, and specifications to ensure that they meet established codes and regulations.~~
2. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
- ~~4.3. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.~~
- ~~5.4. Determine conformance problems, issue orders/notices regarding correction of defective work, and perform re-inspection citations for violations of applicable codes as required.~~
- ~~6. Issue citations or orders to stop work that is in violation of the proper codes.~~
- ~~7.5. Ensure that all work is performed in a safe manner using approved methods.~~
- ~~8.6. Approve certification of final inspection when required.~~
- ~~9.7. Consult with the Building Official, other team members, and state and other agencies and State Department of Public Health Plumbing Unit when necessary.~~
- ~~10.8. Operate City vehicle to, from, and around inspection sites.~~
- ~~11.9. Maintain writtend and/or computerized records, forms, or reports of inspectionsers made, and actions taken, and other information as needed.~~
- ~~12.10. Write and prepare forms and reports as required.~~
- ~~13.11. Review permit applications and estimate building costs for accurate fee estimatesmonitor work valuations provided by contractors to ensure proper fees are assessed.~~
- ~~14.12. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.~~
- ~~15.13. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, homeowners and othersthe public regarding codes, ordinances, and proper methods governing plumbing and related work.~~
- ~~16.14. Attend and participate in division meetings, and serve as a member of the Building Inspection team on related projects.Construction Services and Inspections team.~~
- ~~17. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.~~
- ~~18.15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.~~
- ~~19.16. Other duties may be assigned.~~

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. ~~Successful completion of a certified plumbing apprentice program plus~~ Three (3) years of experience as a master plumber. This experience must include ~~a combination of three (3) years in residential plumbing work and three (3) years in commercial plumbing work;~~ or equivalent training and experience.

2. License Requirements

- A. Possession of a valid Minnesota Master Plumber's license ~~from the State Board of Health~~ by the date of appointment and thereafter.
- B. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements

- A. ~~Extensive-Thorough~~ knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing plumbing work.
- B. ~~Extensive-Thorough~~ knowledge of safe and proper methods of plumbing construction, installation, and repair.
- C. ~~Thorough Kk~~ knowledge of proper inspection methods and procedures.
- D. ~~Thorough Kk~~ knowledge of legal procedures involved in the enforcement of plumbing codes and ordinances.
- E. ~~Knowledge-General knowledge~~ of math for the purpose of measuring and computing construction costs.
- F. ~~General Kk~~ knowledge of traffic rules and regulations.
- G. ~~General Kk~~ knowledge of code requirements and inspection methods in other ~~trade areas~~ construction trades.
- H. Knowledge of problem solving and conflict resolution techniques.
- I. Knowledge of applicable safety requirements.
- J. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in inspecting plumbing work for adherence to regulations, requirements, ordinances, and procedures.
- ~~A.B.~~ Skill in communication with permit holders, homeowners, and coworkers.
- C. Skill in reading and interpreting plumbing plans, specifications, blueprints, diagrams, and technical codes and ordinances. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time.
- E. Skill in completing assignments accurately and with attention to detail.
- ~~B.~~
- ~~C.E.~~ Skill in estimating construction costs, including materials and labor, and completion schedules.
- ~~D.A.~~ Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- ~~E.A.~~ Skill in managing one's own time.
- ~~F.A.~~ Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and write reports regarding inspections and permits.
- ~~A.B.~~ Ability to read, understand, and discuss building codes and other regulations.
- ~~B.C.~~ Ability to maintain accurate and complete records.
- ~~C.D.~~ Ability to transport oneself to, from, and around various work sites.

- ~~D.E.~~ Ability to participate in training to update plumbing knowledge and expertise.
- ~~E.F.~~ Ability to interpret safety rules and apply them to various hazardous situations.
- ~~F.G.~~ Ability to use a computer to maintain inspection records and write reports.
- ~~G.H.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ~~H.I.~~ Ability to communicate and interact effectively with members of the public.
- ~~I.J.~~ Ability to communicate effectively both orally and in writing.
- ~~J.K.~~ Ability to understand and follow instructions.
- ~~K.L.~~ Ability to problem-solve a variety of situations.
- ~~L.M.~~ Ability to set priorities and complete assignments on time.
- ~~M.N.~~ Ability to attend work as scheduled and/or required.

Physical Demands:

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment:

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as [construction sites](#), offices, meeting and training rooms, libraries, ~~and residences, commercial buildings, residences~~ or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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